



STaR Chart Basics (For Campus Administrators)

What: School Technology and Readiness (STaR) Chart, TEA requirement.

Why: Assists Texas Schools in meeting and documenting the technology requirements set forth in NCLB, USAC (eRate), and the SAISD Long Range Plan for Technology.

Who: 100% of all classroom teachers, regardless of their disciplines, and librarians on your campus. The only people who do not complete the assessment tool are administrators, counselors, clerical and support staff.

When: You may begin **September 13, 2010**.

- All teachers need to complete the Teacher STaR Chart by **Tuesday, October 26, 2010**. Principals cannot finalize and submit the Campus STaR Chart until all teachers have completed their individual assessments.
- All principals need to complete the Campus STaR Chart portion by **Friday, November 5, 2010**.
- The district must be 100% by the end of the day **Friday, November 5, 2010**.

Where: The assessment can be completed at any time, 24 hours a day, 7 days a week, from any computer with access to Internet. The link to the website is <http://starchart.esc12.net/>.

Progression to Completion

Prior to this time the hosting site (ESC 12) has been given the names and campus numbers for all SAISD schools, as well as a current list of the Principals. That is not to say everything is perfect, but much of the background has been completed based on the information available at that time.

It is now time for the individual campuses to complete the requirements of their location.

1. Make sure the site can be accessed at the site administrator level. Each Principal should have a unique ID and password.
2. The Principal must verify and update the current list of teachers and librarians for that campus.
 - Faculty members who are not listed must be added
 - Personnel who are no longer assigned to the campus and faculty members on extended leave should be made inactive

Keys to Success

Encourage the faculty to complete the assessment in a timely manner. You might remind them politely once or twice a week.

Other possibilities include:

- Put information in the school bulletin
- Make before school and after school announcements as necessary
- Speak to individual teachers that have not completed the assessment as the deadline approaches

Be available for help. Some of your faculty members may require help in accessing the site. They may have forgotten their password and need help in securing that information.

Accessing the STaR Chart Homepage

Remember, any part of the STaR Chart responsibilities, at any level can be accessed at any time from any computer that is connected to the Internet. The link is <http://starchart.esc12.net/>. Familiarize yourself with this page. Note the Login link in the top left section of the page. Help is also available, Resources, Training, and Glossary.



The screenshot shows the STaR Chart homepage. The header features the STaR Chart logo and the Texas Education Agency logo. The left sidebar contains a list of links: Login, Statewide Summary Data, Campus Data Search, FAQs, History, Resources, Training, Texas Teacher STaR Chart, Texas Campus STaR Chart, TEA IMET, SBEC Standards, Links, Glossary, and Contact Us. Red arrows point to the Login, Training, and Contact Us links. The main content area includes a large image of a teacher and a student looking at a computer screen, with the text 'School Technology and Readiness' overlaid. Below the image are two columns of text: 'Teacher STaR Chart' and 'Texas Education Agency'. The 'Teacher STaR Chart' column contains the text: 'School Technology and Readiness. A Teacher Tool for Planning and Self-Assessing aligned with the Long-Range Plan for Technology, 2006-2020.' and 'Instructional Materials and Educational Technology Division, Texas Education Agency'. The 'Texas Education Agency' column contains the text: 'Statewide STaR Chart Summary Data is now available for review on the website. Researchers, technology planning teams, and interested citizens may review STaR Chart Summaries for districts and campuses for multiple years.'

To Login as the Principal at the Campus Level

1. Click on the Login link on the home page, the following page should be displayed

STAR CHART Texas Education Agency

User Info

Login

Username:

Password:

Login

Further Info

Forgot your Password?

Enter your StarChart username below. We will send the password via email to the address associated with your account.

StarChart Username:

Send Password

2. In the Username position, enter the campus 9 digit numeric Username. The first six digits is the San Antonio ISD District TEA number, **015907**. The last three digits are your campus TEA number, **XXX**. For example, the complete username for Arnold Elementary (101) would be 015907101. The username for Austin Academy (102) would be 015907102.
3. The password is not published on the Internet. If you have forgotten your password, you can request the password be emailed to you. See **Obtaining a Forgotten Password** section below.
4. If the username and password match, access is granted and the Principal can begin work.

Obtaining a Forgotten Password

If a password is forgotten by a user at any level, it can be obtained by email.

1. On the Login page, in the section below the password, is the **Forgot your Password?** Section.
2. As the instructions state, "enter your STaR Chart Username" in the space provided. Principals, 015907..., teachers and librarians, JOHN.SMITH
3. Click on the "Send Password" button.
4. Within minutes the password will be emailed to the email address in the user profile.
 - a. Since the email may be coming from a "strange" domain, look in your "Junk Mail"
 - b. The email will come from StarChart@esc12.net and will contain your password